

COPY REQUEST POLICY

- ☞ **Request Receipt:** Upon receipt of a copy request, you will be notified of the number of pages.
- ☞ **Copy Cost:** 50¢ per page
- ☞ **Prepayment:** All copy requests must be paid prior to completion.
- ☞ **Payment Receipt:** Upon receipt of fee, there will be no more than a 2-3 day turnaround.
- ☞ **Request Hold:** After notification of fee requirement, all requests will be held no more than 10 days.